

**Minutes**  
**Waukesha County Executive Committee**  
**March 19, 2012**

**Committee Members Present:**

Jim Dwyer (Chair)	Pat Haukohl	Jean Tortomasi	Duane Paulson (arrived at 9:28 a.m.)
Janel Brandtjen	Dave Swan	Fritz Ruf	

**Others Present:**

County Board Chief of Staff Mark Mader	Land Information Systems Manager Don Dittmar
Legislative Policy Advisor Sarah Spaeth	Director of Parks and Land Use Dale Shaver
Office Services Coordinator Lisa Lake	Business Services Administrator Donn Hoffmann
Senior Buyer Karen Bollinger	Library Automation Coordinator Mellanie Mercier
Senior Financial Analyst Bill Duckwitz	Milwaukee Journal Sentinel Reporter Laurel Walker
Senior Financial Analyst Clara Daniels	Community Development Coordinator Glen Lewinski
Larry Nelson	Incoming Community Development Coordinator Kristen Silva
Mike Hyland	WCFLS Director Tom Hennen

Dwyer called the meeting to order at 8:31 a.m. and led the committee in the Pledge of Allegiance.

**Correspondence**

A list of correspondence was distributed.

**Approve Minutes of February 20, 2012**

Motion: Ruf moved, Swan second, to approve the minutes of February 20, 2012. Motion carried 6-0.

**Legislative Update**

Spaeth said the legislative term ended Friday with a 40-hour session. Family Care was amended to remove the cap and new restrictions were put in place for new counties wishing to join. Spaeth plans to meet and better educate the Waukesha County legislators who voted against the Family Care cap. Dwyer said the state legislature is out of session until January 2013 unless a special session is called. Swan asked Spaeth to find out if any legislation relating to storm water management was recently approved.

Spaeth said she and Dwyer recently attended the National Counties Association Legislative Conference in Washington D.C. While there, Spaeth visited Wisconsin's delegation lobbying on such issues as bridge aid. Public Works Director Bussler will continue the lobbying effort on bridge aid when she is in Washington D.C. for a conference.

**Discuss and Consider Ordinance 166-O-111: Create Capital Project # 201212 for the Replacement of the CAFÉ Shared Library Automation System for Waukesha County Federated Library System Members**

Motion: Ruf moved, Haukohl second, to approve Ordinance 166-O-111.

Hennen said last week Menomonee Falls announced they would join the County's shared automation system so all 16 member libraries will be a part of the consortium by December 2012 when the new system goes live. The timing is quite fortuitous because the contract for the current system expires at the end of 2012.

Hennen said the system replacement funds (\$600K) along with contributions from New Berlin and Menomonee Falls will be used to purchase the new system (\$350K). The money remaining will be used to

reduce annual charges to member libraries for future upgrades. Annual operations costs are <sup>90K</sup>~~\$120K~~, which is \$30K less than the current system. Staff is working to determine total savings for the new system.

Mercier said the new system allows users to maintain a reading history, pay fines and fees online, perform expanded media searches, etc. Hennen said member libraries will be able to run customized reports, which will provide detailed circulation data. Mercier said the reports can be exported to Excel for enhanced data manipulation. Brandtjen said it is important to set up standard report formats so all libraries report the same statistics. Hennen said standardized reports can be produced centrally and locally for reporting purposes.

Hennen said he expects the contract with the vendor to be signed in April/May 2012 and the system to go live December 2012. Mader said a contingency was written into the request for proposal (RFP) indicating approval of the contract depended on County Board approval of this ordinance.

Motion carried 6-0.

**Discuss and Consider Ordinance 166-O-109: Execute Subgrantee Agreements, HUD Grant Agreement and Funding Application for Final Statement of Objectives And Projected Use of Funds and Expenditure for Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Programs for the 2012 Program Year**

Motion: Tortomasi moved, Ruf second, to approve Ordinance 166-O-109.

Shaver said CDBG received preliminary allocation notification from the Housing and Urban Development in January 2012 estimating \$2,297,243 in total HUD funding, which is \$46,757 less than the amount budgeted in the 2012 budget. Shaver reviewed the ordinance including the ordained clauses that amend the UW Cooperative Extension 2012 budget (lines 72-79). He noted that the fiscal note is a good summary of the ordinance.

Brandtjen asked besides personnel costs, what other items are included in the program administration budget? Shaver said in addition to personnel expenses, the fund also covers the costs of the Fair Housing Council contract, HUD Planning grants, end user technology fund (EUTF), etc. Brandtjen requested more detail on how these funds are spent. She also recommended staff looking for options to streamline the grant process and reduce the number of agencies receiving CDBG awards to less than 20. Shaver said Waukesha County spends less than the program allows on administrative costs. Over the last few months, staff has been working to increase the use of applicable technology and streamline processes. Staff and the CDBG board are working in tandem to decide how to best disperse funding to meet funding and strategic plan requirements and serve the community. CDBG responsibilities and requirements are changing to mirror the more extensive HOME regulations.

Committee members discussed specific CDBG awards.

Motion carried 6-0.

**Report on Completed, Current and Pending Information Technology (IT) Projects from 2010 through 2013**  
Hoffman distributed and reviewed a handout titled *Information Technology Division*.

Ruf asked are the number of completed IT projects unusual? Hoffmann said as project scopes continue to get larger, more time is needed to complete projects so fewer projects are completed each year.

In response to Swan's question, Hoffmann said IT projects are scheduled several years in advance. As technology changes, plans conceptualized three to four years in advance may need to be changed, suspended or cancelled.

Dwyer asked how many employees are in the IT division? Hoffmann said the division consists of 33 full time employees, three contracted employees, two interns, two Department of Administration full time support staff and one part-time employee. Dwyer asked do employees log the amount of time spent on each project? Hoffmann said employees track the amount of time spent on each project through an IT tracker application, which also generates timesheets.

Swan asked is county-wide cashiering fully installed? Hoffmann said complete installation of the system has been delayed so it can be integrated into the new financial system.

Hoffmann said electronic content management (ECM) allows organizations to more efficiently organize and store files at a better cost. ECM will allow all County departments to better manage the flow of information, versioning and staff time while providing better security and regulation of laws governing data such as HIPAA and enhanced search features. A driving force for this system is the federal mandate requiring all health care records to be electronic. E-content management will assist the County in managing records. The ECM proof of concept for the Medical Examiner's office that was completed will move the system into production next quarter.

Paulson arrived at 9:28 a.m.

Mader asked will all encompassing tests of document retrieval be done for all departments? Hoffmann said departments have different storage and access needs but the basic premise is the same.

Mader asked will SharePoint be customized? Hoffmann said differences with SharePoint lie with the policies and procedures that are developed.

Brandtjen asked has public safety converted to Intergraph? Hoffmann said the system goes live April 17, 2012.

Brandtjen asked has IT looked into using Cloud technology? Hoffmann said technology changes constantly. With the current direction of technology, it seems that PCs will eventually be replaced by different technology such as iPads, thin notebooks, applications accessible through a palm device, etc. IT looks at costs associated with using different types of technology and the overall benefit to the County. Brandtjen said it would behoove the County to purchase iPads for board members to receive the cost benefits of eliminating paper and mail costs. Dwyer said many items need to be considered when estimating the cost of iPads such as EUTF, maintenance, support, replacement, etc.

Hoffmann said the new time and attendance system will provide new functionality and automation. Staff from several departments will soon be trained to use the new system followed by county-wide implementation during the third quarter of 2012.

**County Board Committee Reports by Committee Chairs for the Following 2012 Meetings:**

Land Use – February 21-Ruf reported that the committee approved one ordinance and one resolution and heard reports on the park system and humane animal program.

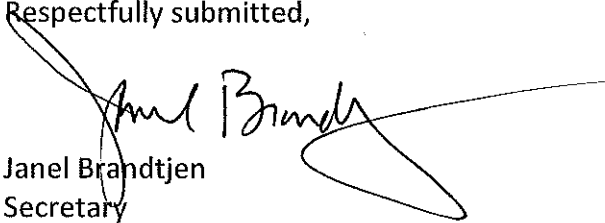
Personnel – February 21-Paulson said the committee approved Ordinances 166-O-097, 166-O-098 and 166-O-099 and revisions to personnel policies and procedures regarding salary administration and sick leave.

Finance – February 22 –Haukohl said the committee approved 12 ordinances and heard reports on audit planning with Virchow Krause, investments, interest allocations and capital projects cost performance. The committee also went into closed session to discuss legal strategy for County matters.

HHS – March 15-Brandtjen said the committee heard presentations on the delinquency recidivism rate, outcomes of the Wisconsin immunization law, progress of the new HHS building, needs of the Alcohol and Other Drug Abuse Advisory and Child and Family Services Advisory Committees.

Motion: Ruf moved, Haukohl second, to adjourn the meeting at 10:02 a.m. Motion carried 7-0.

Respectfully submitted,

  
Janel Brandtjen  
Secretary